



City of El Paso

Wellness Points Log 2016

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Shape It Up El Paso

Program Overview

The following goals guided the program's development:

- 1) **Educate employees in various areas and topics covering an overall healthy lifestyle**
- 2) **Provide employees the tools and resources towards a permanent healthy lifestyle**
- 3) **Provide support and incentives to encourage employees to participate in Wellness Programs**
- 4) **Reduce City health care costs**
- 5) **Motivate personal wellness and reward it**

Eligible employees who choose not to participate in the **Physical Fitness Test** may participate in the **Biometric Incentive Program**.

Employees may earn either the Fitness Incentive or the Biometric Incentive (not both), but we encourage you to participate in both, if possible!

Biometric Incentive Program

Eligible employees take a biometric test to learn their health status as it pertains to eight major risk factors that contribute to poor health conditions. The test covers:

- blood pressure readings
- cholesterol levels
- triglyceride level
- body fat
- waist measurement
- fasting glucose levels

Each of these not monitored and maintained at the appropriate readings can lead to serious and costly health conditions, including death. Employees receive a personalized health status report that they can share with their doctor or use to set their own personal wellness goals. These reports are not shared with HR – only anonymous results so that we can measure our progress as an organization. Employees who achieve a healthy range for their age and gender, and earn **200** wellness points from this Wellness Point Log, receive a monthly financial reward. They also must be non-tobacco users to earn the biometric incentive.

Score	Monthly Reward
6 of 8 factors	\$50
7 of 8 factors	\$100
8 of 8 factors	\$150

Wellness Day Off

1. Biometric Incentive awardees will automatically earn a Wellness Day Off once the employee's 200 Wellness Points are submitted and reviewed.
2. Fitness Incentive awardees may earn a Wellness Day Off by accumulating the required 200 Wellness Points.
3. Employees not participating in the Fitness Incentive or the Biometric Incentive programs may earn a Wellness Day off by accumulating the required 200 Wellness Points.
 - An earned paid day off will be accrued and available for use within 2 weeks from approval (earned paid day off will equal the amount of employee's scheduled work day).
 - Can only be taken as a full scheduled work day off.
 - Can be requested following the employee's leave request procedure with leave code WDO.
 - Will be forfeited if not used within a year of availability date.
 - Employee may earn one Wellness Day Off per year.
 - Cannot be paid if the employee resigns, retires, or is terminated.

Wellness Points Log

The Wellness Program point system has been designed to encourage you to take part in a variety of activities. This log has been created for the City of El Paso employees to track and verify the points needed to receive a Biometric Incentive and Wellness Day Off.

Take your log to events, appointments or to fitness facilities so you can keep track of your points when you complete the program or event.

The event with the highest value per day will be counted.

Only events described in each category will be counted.

Each category within the Wellness Points Log contains a maximum total amount of points achievable for that category (unless otherwise indicated).

Please provide proof of attendance for any points that will be submitted.

Only Wellness Points earned during a 12 month look back period from the date of submission will be counted.

Wellness Points Log Summary

Name _____ Date _____

Kronos ID _____ Phone # _____

Department _____

City Email _____

Activity	Total	Verified by HR
Preventative Health Care		
Health/Safety Fairs		
Wellness Education/Safety Courses,Parks&Rec Activities		
Fun Walk/Run Events		
Walking Group Trail Leaders		
Weight Loss/Maintenance Programs		
El Paso Community Projects		
Activity Tracking Device/Software		
Gym/Recreation Center Use		
CrossFit/Structured Exercise Group		
Aetna Get Active Challenges		
HR Bonus Points		
TOTAL POINTS		

Preventive Health Care

Completing your annual preventive care assessment increases your chances of maintaining good health and early detection of health problems.

*(Maximum total of **55 points** for Preventive Health Care)*

Health Care Measure		Total
Flu Shot	10 points each	
Annual Physical Exam	10 points each	
Colonoscopy/Cancer Screenings	10 points each	
Dental Exam	5 points each	

H2U Wellness Center		Total
Biometric Screening	10 points each	
Passed at least 6 of 8 factors	10 points each	

Total Points _____

Examples of proof of visitation:

- ✓ Explanation of Benefits (EOB)
- ✓ Doctor's note
- ✓ Medical records

Health/Safety Fairs

Events with booths, activities, and presentations designed to interest attendees while also educating them on leading healthier lifestyles. This category includes both City and non-City sponsored events.

*(Maximum total of **20 points** for Health/Safety Fairs)*

Total		
Health Fairs	10 points each	
Safety Fairs	10 points each	

Total Points _____

Examples of proof of attendance:

- ✓ Documentation from the event coordinator verifying attendance
- ✓ Copy/Picture of sign-in sheet
- ✓ Pictures of you at the event

Local Health/Safety Fairs

- Mission Wellness Health and Safety Fair
- Annual Lower Valley Health Fair
- NERCC Summer Health and Safety Fair

Wellness Education/Safety Courses, Parks & Rec Activities

These courses feature topics related to wellness and health, including safety training courses. Participate in any Parks & Rec event or activity. This category includes both City and non-City sponsored events. Employees can earn 3 points for courses up to 4 hours or 10 points for courses longer than 4 hours. One course per day will count.

*(Maximum total of **72 points** for Wellness Education/Safety Courses, Parks & Rec Activities)*

Month	Points	Month	Points
Jan		Jul	
Feb		Aug	
Mar		Sep	
Apr		Oct	
May		Nov	
Jun		Dec	
Total		Total	

Total Points _____

Examples of proof of attendance:

- ✓ Copy/Picture of sign in sheet
- ✓ Printed Training Summary from PeopleSoft
- ✓ Documentation from the course speaker/activity coordinator verifying attendance

Fun Walk/Run Events

This category includes community 5K fun walks, runs and marathons. These events give the public a chance to give back to various charities while walking/running for a cause. Employees can earn 5 points per event, per day.

*(Maximum total of 35 **points** for Fun Walk/Run Events)*

Event 1		Event 5	
Event 2		Event 6	
Event 3		Event 7	
Event 4			

Total Points _____

Examples of proof of attendance:

- ✓ Pictures of you at the event
- ✓ Documentation from the event coordinator verifying attendance
- ✓ Race bib/Copy of completed registration form

Fun Walk/Run Events:

- Race for the Cure
- El Paso Marathon
- Annual Race Against Diabetes
- Out of town races/marathons

Walking Group Trail Leaders

Volunteer and commit to lead a walking group of your coworkers and encourage participation in community walks, runs or Move El Paso Walking Trails. Sign up to be a Trail Leader with City HR – Benefit Services to begin tracking your points. Employees can earn 10 points for every 4 walks within a month, limiting to 10 points per month. Please list the group walk dates below.

*(Maximum total of 40 **points** for Walking Group Trail Leaders)*

Month 1	Month 2	Month 3	Month 4

Total Points _____

Employees must complete the Walking Group Trail Leader Commitment Form **each month** in order to qualify to earn points under this category. Form must include employee names, Kronos ID and signatures within the group for verification of the Walking Group.

Weight Loss/Maintenance Programs

Employees can accumulate 3 points per pound of weight lost for the duration of the program. Healthy weight loss requires setting achievable goals. Weight loss program must last at least 30 days and is limited to 100 points. Employees can earn 20 points for maintaining a normal weight Body Mass Index (BMI) based on the Adult BMI Calculator.

Start Date		Start Weight	
End Date		End Weight	
Total pounds lost (Start weight-End weight)			
Total points earned (total pounds lost x3)			

Start Date	End Date	Start BMI	End BMI	Normal Weight BMI

Start/End weights or BMI must be documented by one of the following: Doctor, H2U Clinic, Program Coordinator.

For Departmental Weight Loss programs, please submit program coordinator's contact information along with a roster of employees who participated.

El Paso Community Projects

Employees can volunteer for local community projects to earn 7 points per event, per day.

*(Maximum total of 56 **points** for Community Projects)*

	Project Date	Points
Event 1		
Event 2		
Event 3		
Event 4		
Event 5		
Event 6		
Event 7		

Total Points _____

Examples of proof of attendance:

- ✓ Documentation from project coordinator verifying participation
- ✓ Pictures at the event
- ✓ Copy/Picture of sign in sheet

Community Projects:

- Project Bravo
- El Paso Project Launch

- Blood Drive

Activity Tracking Device/Software

This category is designed for employees who use devices or software to track and document physical activity. Employees must provide detailed documentation including distance, duration and date/time of activity. Employees can earn 3 points per day and there is no maximum total for this category. Employees using a step counter must accumulate 10,000 steps in one day to earn 3 points for that day.

Monthly Total Points			
Jan		Jul	
Feb		Aug	
Mar		Sep	
Apr		Oct	
May		Nov	
Jun		Dec	

Total Points _____

Examples of proof of activity:

- ✓ Printed data information sheet including distance, duration and date/time of activity
- ✓ Printed step counter log including amount of steps for specific date

Common activity tracking apps: MapMyRun, Fitbit, Fuelband

Gym/Recreation Center Use

This category includes the use of gyms or City of El Paso recreation/aquatic centers for exercise. Employees can earn 3 points per day and there is no maximum total for this category.

Monthly Total Points			
Jan		Jul	
Feb		Aug	
Mar		Sep	
Apr		Oct	
May		Nov	
Jun		Dec	

Total Points _____

Examples of proof of visitation:

- ✓ Printed attendance log from facility
- ✓ Completed attendance log provided by the Wellness Program website

Local Gym/Recreation/Aquatic centers:

- EP Fitness
- Armijo Aquatics
- Planet Fitness
- Pat O'Rourke Recreation Center

CrossFit/Structured Exercise Group

This category includes athletic leagues, aerobic classes and other high-intensity, high-energy exercise groups. Employees can earn 5 points per event, per day and there is no maximum total for this category.

Monthly Total Points			
Jan		Jul	
Feb		Aug	
Mar		Sep	
Apr		Oct	
May		Nov	
Jun		Dec	

Total Points _____

Examples of proof of visitation:

- ✓ Printed attendance log from facility
- ✓ Completed attendance log provided by the Wellness Program website
- ✓ Picture at event
- ✓ Athletic league information including team roster, schedule and point of contact information

Aetna Get Active Challenges

This category includes participation in the Aetna Get Active online core challenges held throughout the year. Please join at aetnagetactive.com. Employee created challenges will not be counted. Enrollment in the City's Health Plan is not required for participation. Employees can earn 10 points per completed challenge with an additional 3 points for finishing with a Top 3 Team.

*(Maximum total of **39 points** for Get Active Challenges)*

Challenge	Date	Completed 10 points each	Top 3 3 points each

Total Points _____

Examples of Get Active online core challenges:

- Fit and Festive
- Ready Set Go!
- Appalachian Trail
- Walk the Wonders

Human Resources Bonus Points

Human Resources - Benefit Services will post events via My.ElPasoTexas.gov & the City's Wellness Program website with "Bonus Points" opportunities. HR - Benefit Services will provide stamped cards verifying amount of points, via email verification or stamp log below.

*(Maximum total of 50 **points** for HR Bonus Points)*

Date	Event	# of Points	Stamp and HR Signature

NOTES

[illegible]

This Wellness Program is a pilot program and subject to change without prior notification.

For more information, visit the Wellness Program page on the City HR – Benefit Services website or call (915) 212-1275.

